

**South Carolina Board of Barber Examiners**  
**OJT Overview Meeting Minutes**  
**December 18, 2023 9:00 a.m.**  
***Via WebEx Teleconference***

**1. Meeting Called to Order**

Meeting was called to order at 9:00 am.

a. Public notice of this meeting was properly posted at the SC Board of Barber Examiners office, Synergy Business Park, Kingtree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act. Members of the public who wish to attend may do so by telephone. For call in or logon information, please email [boardinfo@llr.sc.gov](mailto:boardinfo@llr.sc.gov).

b. Rules of the Meeting

In attendance via WebEx were Paul Robinson, Board Chair; Tracy Adams, Board Executive; Mary League, Advice Counsel; Robynn Devine, Staff; Ryan Jones, Kelvin Byrd, Adrain Lasenbery, Myron Henderson, Jazznia Carpenter, Rod Williams, Markus Barr, Joshua Gaie, Julian Kelly, Avione Greenway and Ashley Rushing.

The roll was taken by Ms. Robynn Devine.

**2. Review of Statutes and Regulations**

Mr. Paul Robinson discussed the purpose of the OJT training and the requirements for both the instructors and students. During the discussion, Mr. Robinson discussed the purpose for OJT Overview and to review the Statutes and Regulations that is relevant to the Barber OJT program. The goal is that each instructor and student understands what is required of them during the OJT process and what to expect when the inspector comes to their location.

The applicant is not considered enrolled in an OJT program until the date of issuance of the student permit. Training may begin on today, December 18, 2023 and permits will be mailed directly to the address that is on the application. Training permits are not transferrable. Students are not allowed switch barbershops or instructors. Even if the barber instructor have multiple locations, the student permit will only be valid for the address that is on the permit. Permits also are not permitted to be used in mobile barbershops.

Each student must have the tools and implements prior to the start of their training. That includes the complete kit, board approved textbook, workbook, all tools and implements relevant to the exam that they are preparing for. Inspectors will look for the work station that is assigned to the student, tools, equipment, textbook, workbook, etc. Students must bring their text book every day to the shop while they are there. Students should have a minimum of one hour of theory training per day. It is the instructor's responsibility to make an assessment of the student and provide the student on what is needed for them to be successful in their program.

Instructors should maintain daily hour sheets for their students. Instructors can download a copy of the daily sign-in sheet from the LLR website. The daily sign-in sheets may be maintained in a digital format but a hard copy must be maintained as well so when the inspector comes, the instructor can provide them a hard copy of the daily sign-in sheets. The daily sign-in sheets that the Board provides, has a section where both the instructor and student would sign. The Board also provides a copy of the monthly hour sheets on the website. The monthly hour sheets are due in the office by the 10th of each month. The Board allows a 10 day grace period that is given to the instructors for them to upload a copy of the monthly report before the 10th of the month. Instructors are able to upload monthly hours for the individual student. It is imperative that the monthly hours is signed by the student and the instructor.

One of the things that inspectors will ask for is a copy of the daily sign in sheet and monthly hour's sheet. It is recommended that instructors are to keep the monthly reports on the property, in a safe place and students keep a copy of their hours at an off-site and safe location. The monthly reports cannot be walked in, mailed in or emailed to the Board. The only way to submit the monthly hour reports, is to upload the hours to the LLR website. The website will tally the hours for the instructors.

If a student withdraws or completes the program, instructors are required to submit a training affidavit within 5 business days of the student withdrawing or completing the program. A copy of the training affidavit should be given to the student. The training affidavit should reflect the total hours that the student earned. The instructors were asked to not submit more than 1920 hours that is required by the program even if the student has earned more than the 1920 hours. There are no acceptable reason why instructors withhold student hours. If the student earned 0 hours, the instructor must still submit that information to the office.

If the instructor holds a Register Barber license and a Register Barber Instructor license they can only train a student to prepare to take the Register Barber exam. If the Instructor hold a Master Hair Care Specialist license and a Master Hair Care Specialist Instructor license, they can train a student to take either the Registered Barber exam or the Master Hair Care Specialist exam.

It is the instructor's responsibility to use the Board approved publications. It is recommended that addition to the approved textbooks, instructors download the Candidate Information Bulletin that is provided by the testing company, PSI, or NIC. The Candidate Information bulletin breaks down the curriculum components that will be tested on theory as well as the practical for Registered Barber and Master Hair Care Specialist. The practical exam for Registered Barber has 5 parts and Master Hair Care Specialist, has 9 parts.

If instructors change their email address, they need to notify the office to update it. The testing company provides a test overview of the practical examination for the instructors. It will give the instructors everything they will need to properly prepare their student for the examination. NIC has an overview video that will go through step by step including the reading of the instructions and brief explanation of each task that should be performed by students during the examination. Either of the two resources is a must have in preparing students for the examination.

As a result of the pandemic, the Board has approved 100% of the theory training can be performed using digital platform. Only up to 50% of the practical training can be used on a digital platform. For Master Hair Care Specialist preparation, online and digital training is not allowed to be used for teaching chemical application services such as relaxers, colors, and permanent waving. Chemical applications should be taught in-person. The approved publishers have digital platforms that can be used for training. The approved publications are Pivot Point Fundamentals of Barbering 1st edition and Milady Standard Professional Barbering 5th or 6th edition. It was highly encourage that students do not use YouTube as a source of training and to depend on their instructors.

The curriculum has been adjusted for the Master Hair Care Specialists and the Registered Barbers. The difference from the previous curriculum is that the discretionary hours are divided amongst the curriculum. There are no more discretionary hours. The curriculum for each license category, all of the hours have been allocated to specific areas. For Registered Barber OJT students, would follow the Registered Barber curriculum and for Master Hair Care Specialists OJT students, they would follow the Master Hair Care Specialist curriculum. The total hours have not changed, the total is still 1920 hours. On the training affidavit, instructors submit only up to the 1920 hours.

Workbooks and textbooks are to be with the student every day. If and when an inspector comes to the barbershop, those will be one of the things they will look for.

Mr. Paul Robinson opened the floor for students and instructors to ask questions.

Ms. Robynn Devine did a final roll call.

### **3. Adjournment**

Meeting was adjourned at 9:19 am.